

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DGS0057228

Date Posted: 11/19/12

POSITION NO: 242040

Closing Date: 12/04/12

CLASS CODE: 4147

POSITION TITLE: MOTOR COACH DRIVER

DEPARTMENT NAME: Division of General Services/NAVAJO TRANSIT SYSTEM

DEPARTMENT NO: 5 WORKSITE LOCATION: Sanders, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R59A

Days: M-F

Permanent: ☒

SALARY:

Hours: 8am-5pm

Temporary: ☐

Duration:                      \$ 24,752.00 Per Annum

Part-Time: ☐

No. of Hrs/Wk: 40 \$ 11.90 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Under general supervision, required to be familiar with and in compliance with Federal Motor Carrier Safety Regulations as prescribed by U.S. Department of Transportation, Federal Transportation Administration, Navajo Transit System Drug and Alcohol Testing Policy, Navajo Nation Personnel Policies and Procedures manual. Must be able and proficient in driving a greyhound-type, intercity diesel-powered transit bus and other transit vehicles, such as wheelchair-equipped transit buses; commuter vans; and other assigned vehicles; courteously greet passengers; assists passengers with baggage and collect tickets and cash fares; records cash receipts, ticket fares, mileage and ridership data; and complete minor repairs and maintain assigned units. Conduct pre-op inspections to ensure the motor coach is clean and operational in accordance with federal motor coach regulations. Assists as backup if a motor coach breaks down to complete route. Must also participate in workgroups. Perform other related duties as assigned. Overnight & weekend monitoring for safety and care of transit bus at worksite.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

High School diploma or GED (**preferred**). Ability to read and write English, understand written and oral directions and established procedures, and **(to receive full credit for education, training applicant must submit copies of transcripts, degree and current certificates)**.

**Experience:**

two (2) years experience in operating a class of vehicles with a gross vehicle weight equal to motor coaches. Must be 21 years of age or older and have a clean driving record for the past three years prior to employment. Preferably, have at least two years on the road driving experience, driving commercial vehicles, including school buses, transit busses and truck.

**Special Knowledge, Skills and Abilities:**

Good knowledge of the geography of the Navajo Reservation and surrounding areas, including location of towns, highways and roads; ability to understand and follow oral and written directions or established procedures; to learn department rules and safety regulations; how to keep records; and deal courteously with passengers.

**License/Certification Requirements:**

Must be able to possess or obtain a valid Commercial Driver's License (CDL) - Class A or B with P-Passenger Endorsement and a Navajo Nation Motor Vehicle permit within 90 days of employment; and have clean driving record for past three years prior to employment. Obtain certificate of emergency safety course (First-Aid and CPR) and a Medical Examiner's Certification within 90 days of employment. Must pass a pre-employment drug test in accordance with Federal Transit Administration regulations. Must also pass a physical exam and a written and road test.

**VETERANS PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**

**Revised: 1-15-99**